



**County of San Diego
Department of the Alternate Public Defender
110 West "C" Street, Suite 1100
San Diego, CA 92101**



**Volunteer position description:
Paralegal Intern**

Paralegal Interns will work with the Volunteer Coordinator and Supervising Attorney at the direction of the Deputy Alternate Public Defender attorney representing the parent.

Paralegal Interns should be enrolled in or a graduate of a certificate paralegal program.

As a Paralegal Intern in the Juvenile Dependency Primary Parent Office typical duties/assignments may include the following:

1. Assisting the dependency attorney in preparing the paperwork for a dependency detention hearing.
2. Conducting the client intake interview at the dependency detention hearing
3. Assembling the new client file.
4. Responding to client calls, which are non-legal in nature.
5. Acting as liaison between client and social worker on non-legal issues.
6. Legal research and motion preparation as directed by the dependency attorney.

Training: Training of Paralegal Interns includes an orientation, regular meetings with the Supervising Attorney and monthly meetings/trainings on dependency related issues.

Commitment: Paralegal Interns are expected to make a time commitment of approximately 20 to 48 hours per month for at least one year.

For more information, contact Rick Siref, Coordinator Volunteer Services (619) 446-2900.